

Position Requirements Document Cover Sheet**Position Number: 12890****Classification:** Security Officer, NH-0080-III**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info: Agency:** Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)**1st Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)**2nd Div:** Business Operations Office**3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Jerry L. Stahl**Title:** Business Operations Executive (Acting)**Signature:** _____ **/s/** _____ **Date:** 5/5/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____ **/s/** _____ **Date:** 5/8/03**FLSA:** Exempt **BUS Code:** 7777 **Comp. Level:** 304**Drug Test:** Yes **Emergency Ess:** No**Key Position:** **OPM Functions Code:****Sensitivity:** CS **Status:** Competitive**Reason for Submission:** Acq Demo Conversion **Subject to IA:** No**Previous PD Number:** 12395 **Mobilization:****Envir. Diff:** **Career Prg ID:****Acq Posn Category:** **CAPL Number:****Acq Career Level:** **Acq Posn Type:****Acq Special Asgmt:** **Acq Prog Ind:****Career Spec – Primary:** **Career Spec – Sec:****Cont Job Site:** **Mobility:****Financial Disclosure:** ☐ Public Financial ☐ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Security Administration Series, GS-0080 TS-82 December 1987**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**Top Secret Clearance w/SCI required**

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

This position is located in the Business Operations Group of PEO STRI.

II. Position information:

Security Officer, NH-0080-III.

III. Duties:

This position has oversight of a variety of security related duties in support of the organization, with direct responsibility to the PEO.

Incumbent serves as Security Officer responsible for Physical, Personnel, Information, Industrial, Disclosure, Operations, Force Protection and Technology Security functions. Also serves as the OPSEC Officer, Physical Security Officer/Provost Marshal, Foreign Disclosure Officer, Technology Protection Officer, and Force Protection Program Manager; which are designated positions required by Army Regulations. Serves as principal advisor to the PEO, DPEO and executives and managers at all levels on all security matters.

1. Implements and manages the Information Security Program. The incumbent uses knowledge of the DoD and Army Information Security Program regulations along with various security concepts, principles and methods to analyze and solve difficult and complex security problems. The incumbent reviews new or revised laws, Executive Orders, regulations and implements this information by developing standards, guidelines and policies, which might affect PEO programs. Provides security classification guidance for classification of documents generated by PEO STRI to include the publication of Security Classification Guides for PEO STRI products in support of classified programs, training persons appointed as Original Classification Authorities and administering security education and training programs. Coordinates with scientific, technical and other subject-matter experts to assess risk of loss, value of loss and the potential classification level of information under the control of PEO STRI. Develops policy and procedures for handling compromises and security violations, conducts internal program self

inspections to improve overall program effectiveness and develops security plans as required. Provides staff supervision over personnel performing Information Security functions. Responsible for the inventory, control and accountability of classified information, documents and/or material. Ensures classified materials are safeguarded, transmitted, transferred, reproduced, downgraded and destroyed in conformance with prescribing directives.

2. Implements and manages the Personnel Security Program with responsibility for all facets of the personnel clearance program. Develops, interprets and implements policies and procedures from regulatory requirements for the program. Determines the suitability and security eligibility of individuals for entry and retention in sensitive and nonsensitive positions as well as personnel security investigative requirements for assigned employees and support service contractor personnel requiring access to classified military information. Ensures that all assigned employees and contractors have the appropriate security clearance eligibility and access in place, prior to granting access to classified information. Provides information and assistance to key management and employees in resolving security clearance eligibility issues brought about by the identification of adverse or derogatory issues involving an employee. Maintains billet control systems to manage access to Top Secret, Sensitive Compartmented Information (SCI), NATO and Special Access Programs. Sponsors contractors for security clearances in cases where the individual is performing work as a consultant. Ensures assigned employees and contractor personnel who require access to the local area network have undergone the requisite level of background security investigation appropriate for the information technology level at which they are working prior to approving access. Develops and presents a comprehensive organizational security briefing as part of the orientation provided all new employees and administering an awareness program aimed at the continuous security education of personnel. Oversees a support service contractor's performance in support of the Personnel Security Program. Serves as the primary point of contact between PEO STRI and Defense Security Service, Defense Industrial Security Clearance Office, the Office of Personnel Management and the Army Consolidated Clearance Facility for all Personnel Security matters.

3. Manages the National and Army Industrial Security Program for PEO STRI. Reviews acquisition efforts, which might require access to classified information by contractors to ensure security equities are appropriately integrated into the overall

effort; provides security classification guidance in the form of Contract Security Classification Specifications (DD Forms 254) for contracts requiring this guidance. Ensures the appropriate facility and personnel security clearances are in place prior to granting contractors access to classified information. Ensures contractor security oversight is provided by the Contractor Support Element (CSE) of the USAINSCOM for contractors who have been awarded contracts requiring access to SCI material. Maintains a close and effective working relationship with the Defense Security Service, Defense Industrial Security Clearance Office to ensure personnel and facility clearances are current and meet requirements levied by the NISPOM and Army instructions for the protection and storage of classified materials at contractor facilities. Advises the PEO, DPEO and other executives and managers on Industrial Security matters.

4. Implements and manages the Physical Security Program for PEO STRI. Conducts surveys and analyses to identify the criticality and vulnerability of PEO facilities. Advises the PEO on potential physical security vulnerabilities and countermeasures, which provide maximum security with the least interference with the mission. Prepares contract specifications; establishes performance standards and instructions for guard services. Identifies and designates those areas that are Restricted Areas and Mission Essential Vulnerability Areas (MEVA). Interfaces with the NAVAIR Orlando Security Police Force to ensure that adequate physical security measures are in place to support PEO STRI resources. Coordinates with the NAVAIR Orlando Security Police Force for Law Enforcement and Crime Prevention support to PEO STRI. Coordinates with local offices of the FBI, civilian law enforcement, Army CID and the local 902d Military Intelligence Field Office to determine the criminal threat to PEO STRI personnel and property. Coordinates and grants approval to issue all special category badges (i.e., foreign national, unescorted contractor, student, and contractor badges) which encompasses both employees and incoming DoD and contractor employees. Coordinates and manages the outgoing visit request program for employees, ensuring proper format, certification data and origination of visit request is in consonance with existing directives.

5. Serves as the Foreign Disclosure Officer for PEO STRI. Reviews and provides final approval for the release/disclosure of both classified and unclassified technology information to authorized representatives of foreign governments. Secures the necessary approval from various levels of government prior to the release/disclosure of any classified information to a foreign

government or contractor. Interfaces with DoD, Defense Intelligence Agency (DIA), DA, etc. Manages the National, DoD and Army policy on disclosure of information and technology transfer to Foreign Representatives and non-government activities. Provides foreign disclosure support to the International Programs, Foreign Military Sales and Munitions Case Licensing decisions. Reviews all Delegation of Disclosure Letters (DDL), Data Exchange Agreements (DEA), Public Affairs (PA), and Memoranda of Understanding/Memoranda of Agreement (MOU/MOA) documents for completeness. Investigates any unsolicited requests for information that are questionable to determine if the request has foreign disclosure or counterintelligence concerns. Utilizes the Foreign Disclosure and Technical Information System (FORDTIS) to coordinate and process Foreign Visit Requests for PEO STRI. Provides threat, security awareness and counterintelligence briefings and debriefings to PEO STRI personnel meeting with Foreign Representatives or attending International meetings. Implements the Subversion and Espionage Directed against the Army (SAEDA) program within PEO STRI and ensures training is conducted as required.

6. Serves as the Technology Protection Officer for PEO STRI. Implements and manages the Technology Protection Program to ensure the protection of sensitive but unclassified (SBU) critical technology and controlled unclassified information (CUI). Interprets the various DoD and DA regulations, International Traffic in Arms Regulation (ITAR), Export Administration Regulation (EAR), and Military Critical Technologies List (MCTL) as they apply to the PEO STRI mission. Provides guidance to the PEO, DPEO and other executives and managers for identifying Critical Program information (CPI) and establishing Acquisition Program Protection Plans, Technology Assessment/Control Plans (TA/CP), and Counterintelligence (CI) Support Plans, when required.

7. Manages and implements the Force Protection Program for PEO STRI. Performs risk assessments of PEO STRI facilities and identifies effective countermeasures to mitigate risk and reduce vulnerabilities. Collects and maintains information concerning the foreign and domestic terrorist threat to PEO STRI personnel and facilities. Coordinates with the local FBI, civil law enforcement, and 902d Military Intelligence Group Office to determine the local terrorist threat and uses existing resources to gather and disseminate the latest threat data to assigned personnel. Provides required threat briefings for personnel who perform OCONUS official travel and optional briefings to persons

traveling for pleasure, who request the information. Oversees the security equities of the PEO STRI OCONUS Travel program and the interpretation of applicable policies and regulations requiring contact with the DOD Passport Office and State Department.

8. Manages and implements the OPSEC Program within PEO STRI. Ensures OPSEC measures are properly integrated into programs dealing with classified or technologically sensitive issues. Reviews each technical report, document, briefing, etc. to ensure that critical military technology or those products covered by the export laws are not released to the public. Monitors tasks associated with products affected by the export laws throughout PEO STRI, ensures compliance with prescribing laws and directives. Reviews and approves all submissions to the PEO STRI Web Page for OPSEC considerations prior to their release. In coordination with the 902d Military Intelligence Field Office, collects, maintains, and advises the PEO, DPEO and other executives and managers on the foreign intelligence threat to PEO STRI programs.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation

and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Incumbent must be able to obtain and maintain a Top Secret security clearance with access to Special Compartmented Information (SCI).

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes.

Knowledge of multi-functional security concepts, principles and practices

Knowledge of the handling, control, inventory, accountability, marking and destruction of classified and unclassified but sensitive materials and/or equipment

Knowledge of procedures and requirements regarding classification of materials

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and
procedures

Ability to execute projects and/or studies within established
financial and time constraints

Ability to develop and utilize appropriate data collection
techniques

Ability to communicate orally and in writing

Ability to advise others